P R E F A C E

The purpose of this exercise is to update the Language

Position Requirements of your Directorate. [   ] requires

that these be reviewed and updated each year. It is suggested

that you review [   ] in its entirety in order that you may be

well acquainted with the rationale of the Language Development

Program and the role that this Language Position Requirements

exercise plays in the overall concept. Your attention is espe-

cially directed to paragraph c(2) which defines "Specific" and

"General" language requirements. [   ] requires a variety

of actions of which the development of position requirements is

only one. A copy of [   ] has been included for your conven-

ience as Tab 5.

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TABLE OF CONTENTS

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POSITION-LANGUAGE CONTROL FORM

TO: PMCD/OP ROOM 405, MAG. BLDG	LANGUAGE REQUIREMENTS FOR:	PAGE ___ OF ___
FROM: ① PREPARED BY: ②	③	DATE _____ ④ APPROVED

LANGUAGE DESIGNATED POSITIONS

ADD, CHANGE DELETE	TYPE G – S	NO. RE-QUIRED	LANG CODE	AND/ OR	LANGUAGE CLEAR TEXT	PROFICIENCY REC.			POSITION NUMBER	POSITION TITLE
						READ	SPEAK	UNDER-STAND		
⑤	⑥	⑦	⑧	⑨	⑩	⑪	⑫	⑬	⑭	⑮

LANGUAGE RECAP

PMCD Control # _____

PMCD Approval _____

PMCD Date _____

DESCRIPTION OF THE FORM

(Numbers refer to the preceding page)

1. FROM:

    Identification of component submitting the form (i.e.,
    Directorate/Office).

2. PREPARED BY:

    Name and extension of individual preparing this form.

3. LANGUAGE REQUIREMENT FOR:

    Identification of the language unit (i.e., the organiza-
    tion component for which the unit 'recap' is to be shown;
    Office, Division, Branch, etc., exactly as it appears in
    the Language Control Register).

4. APPROVAL:

    Completed forms should be reviewed and approved by
    the Senior Training Officer of the Directorate.

5. ADD, CHANGE, OR DELETE:

    A code representing the type of action to be taken.

    Use 'A' to ADD a new requirement.
    Use 'C' to CHANGE a requirement.
    Use 'D' to DELETE a previous requirement.

6. TYPE:

    A code denoting the type of language requirement.

    Use 'G' to indicate a GENERAL language requirement
    for the component.
    Use 'S' to indicate a SPECIFIC language requirement.

7. <u>NUMBER REQUIRED</u>:

How many people are required to satisfy the language requirement?

8. <u>LANGUAGE CODE</u>:

A computer code representing the language needed. (See Tab 4 for a list of code numbers.)

9. <u>AND/OR</u>:

A code denoting the existence of an 'and/or' condition. To be used <u>only</u> when more than one language is specified as part of the requirement.

EXAMPLE: Requirement calls for

French <u>and</u> German   or   Spanish <u>or</u> Italian

10. <u>LANGUAGE CLEAR TEXT</u>:

The name(s) of the language(s) needed (e.g., FRENCH, GERMAN, etc.).

11. <u>READING</u>:

A code representing the required reading proficiency level.

N indicates NATIVE
H   "   HIGH
I   "   INTERMEDIATE
E   "   ELEMENTARY
S   "   SLIGHT

12. <u>SPEAKING</u>:

A code representing the required speaking proficiency level.

N indicates NATIVE
H   "   HIGH
I   "   INTERMEDIATE
E   "   ELEMENTARY
S   "   SLIGHT

13. UNDERSTANDING:

A code representing the proficiency level at which an aural comprehension skill is required.

N indicates NATIVE
H   "   HIGH
I   "   INTERMEDIATE
E   "   ELEMENTARY
S   "   SLIGHT

14. POSITION NUMBER:

A code representing the position number of the position on which a language requirement (specific requirements only) is being levied.

15. POSITION TITLE:

The title of the position on which the requirement is being levied.

GUIDELINES

1. The form is divided into two sections. The top portion is to be used only for updating those requirements being levied against a particular position (i.e., "specific" language requirements). The bottom portion is to be used to update requirements levied against an organizational unit (i.e., "general" language requirements) and also to make changes in the unit 'recap'. Note that, for purposes of recapitulation, you will be entering the "specific" requirements on both the top and bottom halves of the form. Fill in the top half first, then consolidate the specific requirements where possible and enter the requirements again in the lower half, together with the general requirements.

   Should more than one page be required to complete the position requirements, put the unit recap (information in the bottom portion of the form) on the last page you use.

2. Data item number 5 is used to identify the action to be taken. The letter "A" denotes an ADD and is to be used only when adding new language requirements to the Language Control Register (LCR). The letter "D" denotes a DELETE and is to be used only when deleting a language requirement from the LCR. The only other valid action is represented by the letter "C", denoting a CHANGE. Use "C" when the language requirement remains in effect, but some part of the requirement changes (e.g., the proficiency level of a given language requirement is changed from "High" to "intermediate").

3. All data should be typewritten on these forms. Please sub- an original and three copies.

SAMPLE FORMS

For your reference, here are some examples of typical actions that you may want to take in updating language requirements. In each case a sample form is provided, with the columns filled in appropriately.

1. To establish an organizational component as a language unit.

   ACTION:

   a. Requires an "ADD" entry in the upper portion of the form for each language-designated position.

   b. Requires a minimum of one "ADD" entry in the bottom portion of the form for each requirement (possibly more if various proficiency levels are required for the same language).

2. To designate a position as having a language requirement.

   ACTION:

   a. Requires an "ADD" entry in the upper portion of the form.

   b. Requires either an "ADD" or "CHANGE" in the recap portion.

3. To designate a position as having more than one language requirement (i.e., FRENCH and GERMAN or SPANISH).*

   ACTION:

   a. Requires an "ADD" entry in the upper half of the form for each specific language associated with a position. NOTE: This type of entry also requires an entry in the 'AND/OR' column.

   b. Requires an "ADD" entry in the recap portion for each position mentioned.

* In this example, French is required; and in addition to French, German or Spanish is needed.

4. To delete all language requirements for an organizational component.

   ACTION:

   a. Requires a 'DELETE' entry in the upper half of the form for <u>each</u> position requirement previously levied upon the component.

   b. Requires a 'DELETE' entry for <u>each</u> language previously identified in the RECAP.

5. To delete language requirements from one position.

   ACTION:

   a. Requires a 'DELETE' entry in the upper portion of the form.

   b. Requires a 'CHANGE' or 'DELETE' entry in the RECAP.

6. To delete the language requirement from one position having more than one language associated with it (i.e., FRENCH and GERMAN or SPANISH).

ACTION:

a. Requires a 'DELETE' entry for each specific language associated with the position in the upper portion of the form.

b. Requires a 'DELETE' entry for each specific language in the RECAP.

7. To delete a language requirement from one position and add the identical requirement to another position in the same organizational component.

ACTION:

a. Requires a 'DELETE' entry in the upper half of the form.

b. Requires an 'ADD' entry to the upper half of the form.

c. No change is needed in RECAP, since the RECAP is concerned only with language requirements, not with position numbers. Note that the bottom half of the form does not even provide space for position numbers or titles.

(EXAMPLE #1)

POSITION-LANGUAGE CONTROL FORM

TO:	PMCD/OP	ROOM 405, MAG. BLDG
FROM:	DDS/OTR
PREPARED BY:	John Doe x9999

LANGUAGE REQUIREMENTS FOR:

Deputy Director-Support
  Office of Training
    Language Training School
      Language Training Faculty

PAGE 1 OF 15

DATE 11/12/70

APPROVED

LANGUAGE DESIGNATED POSITIONS

ADD, CHANGE DELETE	TYPE G-S	NO. RE-QUIRED	LANG CODE	AND/OR	LANGUAGE CLEAR TEXT	PROFICIENCY REQ. READ	SPEAK	UNDER-STAND	POSITION NUMBER	POSITION TITLE
A	S	1	BF70		German	I	I		1243	Training Officer
A	S	1	BF70		German	I	H		2345	Training Officer

LANGUAGE RECAP

ADD, CHANGE DELETE	TYPE G-S	NO. RE-QUIRED	LANG CODE	AND/OR	LANGUAGE CLEAR TEXT	READ	SPEAK	UNDER-STAND		
A	S	2	BF70		German	I	I			
A	G	3	BK50		French	H	H			
A	G	2	BL18		Spanish	H	I			

PMCD Control #_____

PMCD Approval _____

PMCD Date _____

(EXAMPLE #1)

(EXAMPLE #2) SECRET (WHEN FILLED IN)

TO: PMCD/OP ROOM 405, MAG. BLDG

FROM: DDS/OTR

PREPARED BY: John Doe x9999

| LANGUAGE REQUIREMENTS FOR: |
| Deputy Director-Support |
| Office of Training |
| Language Training School |
| Language Training Faculty . |

PAGE 1 OF 15

DATE 11/12/70

APPROVED

ADD, CHANGE DELETE	TYPE G - S	NO. RE-QUIRED	LANG CODE	AND/ OR	LANGUAGE DESIGNATED POSITIONS LANGUAGE CLEAR TEXT	PROFICIENCY REQ.			POSITION NUMBER	POSITION TITLE
						READ	SPEAK	UNDER-STAND		
A	S	1	BF70		German	H	H		4523	Training Officer

LANGUAGE RECAP

| A | S | 1 | BF70 | | German | H | H | | | |

PMCD Control #_____

PMCD Approval_____

PMCD Date_____

(EXAMPLE #2)

(EXAMPLE #3)   SECRET (WHEN FILLED IN)

TO: PMCD/OP ROOM 405, MAG. BLDG

FROM: DDS/OTR

PREPARED BY: John Doe   x9999

LANGUAGE CONTROL FORM

LANGUAGE REQUIREMENTS FOR:
Deputy Director-Support
Office of Training
Language Training School
Language Training Faculty

LANGUAGE DESIGNATED POSITIONS

APPROVED

ADD, CHANGE DELETE	TYPE G - S	NO. RE-QUIRED	LANG CODE	AND/ OR	LANGUAGE CLEAR TEXT	PROFICIENCY REQ. READ	SPEAK	UNDER STAND	POSITION NUMBER	POSITION TITLE
A	S	1	BK50	And	French	H	H		6534	Training Officer
A			BF70	Or	German	H	H			
A			BL18		Spanish	H	H			
A	S	1	BQ54		Russian	H	H		2387	Linguist

LANGUAGE RECAP

A	S	1	BK50	And	French	H	H			
A			BF70	Or	German	H	H			
A			BL18		Spanish	H	H			
A	S	1	BQ54		Russian	H	H			

PMCD Control #_____

PMCD Approval_____

PMCD Date_____

(EXAMPLE #3)

(EXAMPLE #4) SECRET (WHEN (LLED IN)

POSITION-LANGUAGE CONTROL FORM

TO: PMCD/OP ROOM 405, MAG. BLDG

FROM: DDS/OTR

PREPARED BY: John Doe x9999

LANGUAGE REQUIREMENTS FOR:

Deputy Director-Support
  Office of Training
    Language Training School
      Language Training Faculty

PAGE 1 OF 15

DATE 11/12/70

APPROVED

LANGUAGE DESIGNATED POSITIONS

ADD, CHANGE DELETE	TYPE G - S	NO. RE- QUIRED	LANG CODE	AND/ OR	LANGUAGE CLEAR TEXT	PROFICIENCY REQ.			POSITION NUMBER	POSITION TITLE
						READ	SPEAK	UNDER- STAND		
D	S	1	BK50		French	H	H		5789	Training Officer
D	S	1	BF70		German	I	I		3478	Linguist

LANGUAGE RECAP

D	S	1	BK50		French	H	H		
D	S	1	BF70		German	I	I		
D	G	3	BL18		Spanish	I	I		

PMCD Control #_____

PMCD Approval_____

PMCD Date_____

(EXAMPLE #4)

TO: PMCD/OP ROOM 405, MAG. BLDG

FROM: DDS/OTR

PREPARED BY: John Doe x9999

(EXAMPLE #5)

POSITION-LANGUAGE CONTROL FORM

LANGUAGE REQUIREMENTS FOR:

Deputy Director-Support
  Office of Training
    Language Training School
      Language Training Faculty

APPROVED

LANGUAGE DESIGNATED POSITIONS

ADD, CHANGE DELETE	TYPE G - S	NO. RE-QUIRED	LANG CODE	AND/ OR	LANGUAGE CLEAR TEXT	PROFICIENCY REQ.			POSITION NUMBER	POSITION TITLE
						READ	SPEAK	UNDER-STAND		
D	S	2	BK50		French	I	I		5412	Linguist

LANGUAGE RECAP

C	S	2	BK50		French	I	I			

PMCD Control #_____

PMCD Approval_____

PMCD Date_____

(EXAMPLE #5)

(EXAMPLE #7)

POSITION-LANGUAGE CONTROL FORM

LANGUAGE REQUIREMENTS FOR:

TO: PMCD/OP ROOM 405, MAG. BLDG

FROM: DDS/OTR

PREPARED BY: John Doe x9999

Deputy Director-Support
 Office of Training
  Language Training School
   Language Training Faculty

APPROVED

LANGUAGE DESIGNATED POSITIONS

ADD, CHANGE DELETE	TYPE G - S	NO. RE-QUIRED	LANG CODE	AND/ OR	LANGUAGE CLEAR TEXT	PROFICIENCY REQ.			POSITION NUMBER	POSITION TITLE
						READ	SPEAK	UNDER-STAND		
D	S	2	BK50		French	H	H		2435	Training Officer
A	S	2	BK50		French	H	H		3564	Linguist

LANGUAGE RECAP

PMCD Control #_____

PMCD Approval_____

PMCD Date_____

(EXAMPLE #7)

							LANGUAGE REQUIREMENTS FOR:				PAGE 1 OF 15

TO: PMCD/OP ROOM 405, MAG. BLDG (EXAMPLE #6) POSITION-LANGUAGE CONTROL FORM

FROM: DDS/OTR

PREPARED BY: John Doe x9999

LANGUAGE REQUIREMENTS FOR:
Deputy Director-Support
Office of Training
Language Training School
Language Training Faculty

PAGE 1 OF 15

DATE 11/12/70

APPROVED

LANGUAGE DESIGNATED POSITIONS

ADD, CHANGE DELETE	TYPE G - S	NO. RE-QUIRED	LANG CODE	AND/ OR	LANGUAGE CLEAR TEXT	PROFICIENCY REQ.			POSITION NUMBER	POSITION TITLE
						READ	SPEAK	UNDER-STAND		
D	S	1	BK50	And	French	H	H		3415	Linguist
D			BF70	Or	German	H	H			
D			BL18		Spanish	H	H			

LANGUAGE RECAP

D	S	1	BK50	And	French	H	H			
D			BF70	Or	German	H	H			
D			BL18		Spanish	H	H			

PMCD Control #_____

PMCD Approval_____

PMCD Date_____

(EXAMPLE #6)

Language Code Listing *

Amharic	BG 69	Lao	BR 27
Arabic		Lingala	BC 57
ORAL (Eastern)	BG 21	Meo	BS 54
(Egyptian)	BG 40	Norwegian	BF 36
(Iraqi)	BG 44		
(Saudi)	BG 28	Persian	
(Western-North African)	BG 33	(Afghan)	BJ 41
READING-MODERN LITERARY	*BG-50*	(Modern)	BJ 40
Bengali	BH 81	Polish	BQ 21
Bulgarian	BQ 51	Portuguese	
Burmese	BR 51	(Brazilian)	BL 31
Chinese, Mandarin	BD 93	(European)	BL 28
Czech	BQ 30	Romanian	BL 36
Danish	BF 48	Russian	BQ 54
Dutch	BF 65	Serbo-Croatian	BQ 36
Finnish	BR 87	Spanish	BL 18
French	BK 50	Swahili	BB 60
German	BF 70	Swedish	BF 45
Greek	BG 06	Tamil	BE 51
Hausa	BD 69	Thai	BR 21
Hindustani		Turkish	BA 51
(Hindi)	BH 48	Ukranian	BQ 57
(Urdu)	BH 51	Vietnamese	BS 63
Hungarian	BS 39		
Indonesian	BL 54		
Italian	BK 87		
Japanese	BS 96		
Korean	BT 03		

* Note that this is not a complete
list of all the languages for
which codes exist. If you need the
code for a language which is not on
the list -- or if you need any other
assistance in filling out the form --
contact:

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